

## **Hamilton County Development Authority**

### **Position Description: Economic Development Director**

The director serves as the day-to-day face of the Hamilton County Development Authority (HCDA). The Director is responsible for the operation of the HCDA as created by Florida Law Chapter 59-1322 in the development of innovative economic development programs and implementation strategies to promote and support the acquisition, growth, expansion, and retention of industry and business within Hamilton County, Florida, leading to the creation of jobs, creating an entrepreneurial climate, and increasing the tax base within the county. Tasks are more than average difficulty and involve extensive contact with governmental officials, commercial real estate investors, brokers and agents, property owners, site selectors, for-profit business entities, and community stakeholders. The Director of Economic Development is also responsible for communicating and advising the HCDA Board and the business community interacting with a wide array of organizations and constituents to educate and build awareness of the mission and priorities of the economic development authority.

Work is performed under the administrative direction of the HCDA Board with considerable latitude for independent judgment and initiative. The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or logical assignment for this classification. Other duties may be required and assigned.

#### **Essential duties and responsibilities:**

Understanding and effectively responding to industry and business requests for appropriate sites, and financial incentives or other funding opportunities to locate and/or expand in Hamilton County.

Collecting and providing information necessary to satisfy requests for facts and information in the form of standard marketing materials and/or custom reports.

Performs initial intake and assessment of applicants for HCDA incentive programs.

Identify and assist in developing industrial, agricultural, and commercial property in the county by working with a variety of partners; meeting with regulatory agencies to review and mitigate strategies; meeting with local regional, state, and federal officials to solicit help during the development process; and working with utility providers to plan services to sites.

Fostering and promoting strategic partnerships with the appropriate community stakeholders.

Researching, collecting, and filing data needed by the HCDA to enhance business and industry attraction and retention.

Preparing and executing an ongoing vigorous marketing plan targeted toward acquisition of new business and industry for the county. Maintains and updates the HCDA's website.

Keeping the HCDA Board aware of all activities via a detailed briefing at their regular meetings (usually monthly); soliciting the board's approval of new initiatives and approval for major expenditures. Prepare and manage the fiscal budget approved by the HCDA Board. Monitor all spending and purchasing and approve or gain approval of all expenses.

Perform other duties relevant to the strategic plan and/or requested by the HCDA Board.

### **Job requirements:**

Graduation from a four year accredited college or university with a Bachelor's Degree in Business or Public Administration, Urban Planning, Marketing, Planning or closely related field. Three years of professional level experience working in an area closely related to economic development. Any equivalent combination of education, training, and experience. Economic Development Certification desired, but not required.

Experience in economic development, finance, marketing, accounting, business, economics, or related field.

Some travel is required to represent HCDA at regional and state economic development conferences and workshops.

Must have a valid driver's license and reliable transportation. Mileage will be reimbursed.

Attend governmental and other local meetings when appropriate.

A high degree of creativity and enthusiasm is required.

Willingness to work flexible hours (i.e. attend meetings in the evenings and occasional weekends).

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate tools, or controls. And reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Works inside and outside and works closely with other.

### **Recruitment Knowledge's, Skills, and Abilities:**

Working knowledge of general economic development principles required. Knowledge of business English, spelling and punctuation; proper letter and memo formats. Excellent written and oral communication skills in order to convey or exchange information; receive or provide assignments or directions; speak with others with poise, voice control and confidence; record and deliver and communicate effectively with persons of varying educational and cultural backgrounds. Ability to establish and maintain effective working relationships with co-workers. Thorough knowledge and

understanding of economic development and redevelopment principles, practices and procedures.

Self starter and ability to work independently with excellent time management skills.

Ability to work efficiently and effectively on multiple projects simultaneously.

Ability to ensure confidentiality of all business development opportunities, documentation, and information.

Experience and ability to use common software programs (Excel, Access, Word, PowerPoint), search engines and email programs.

Effectively use social media for marketing purposes.

Ability to network effectively with state and regional organizations.

Position description approved by the HCDA board August 8, 2019.

Applicants should forward their résumé to: [rhattbullardpa@hotmail.com](mailto:rhattbullardpa@hotmail.com)